

Our Community News style sheet

(revised July 2011)

**We follow *The Associated Press Stylebook* in all cases
unless an exception to the rule has been indicated.**

Misc. Spellings

build-out (noun)

buildup (n)

canceled

cleanup (n)

Coloradan

CSAP (Colorado Standards and Assessment Program)

District 38:

The Board of Education of Lewis-Palmer School District 38

D-38

the D-38 board

board member Gail Wilson

Lewis-Palmer School District

District Accountability Advisory Committee (DAAC)

email

Filing 2

fire truck

firefighter; fireman

floodplain

fundraiser; fundraising

The Gazette (italics are an exception to AP style)

GMS Inc.

groundbreaking

groundwater

home rule town

homeowners association (no apostrophe)

intergovernmental agreement (IGA)

Kid's Fishing Derby

Kitchener Way (street name)

labeled

Lake of the Rockies Campground

Lewis-Palmer School District 38 (note hyphen); D-38

Limbach Park (in Monument)

Limbaugh Canyon (behind Palmer Lake)

marshal (as in fire marshal)

memorandum of understanding (MOU)

micrograms per liter

Monument Comprehensive Plan (2003; developed by Community Matters Inc.)

Monument Lake

Monument Marketplace

multifamily

Neighborhood Watch

The New York Times (use “The”; italics are an exception to AP style)

nonprofit

northern El Paso County

on-site

Our Community News (OCN) (italics are an exception to AP style)

planned unit development (PUD)

Plat 2

pre-application

Preble’s meadow jumping mouse

The Pueblo Chieftain (italics are an exception to AP style)

rezoning

Roller Coaster Road

runoff

sight line

standby

Station 2 (referring to fire stations)

stormwater

Taser

Town of Monument (uppercase “Town” when referring to the town government;
lowercase when referring to the community)

traveled

Tri-Lakes Chamber of Commerce; the chamber (on second reference)

Tri-Lakes Comprehensive Plan (2000)

under way

U.S. Fish and Wildlife Service (FWS)

Walmart (when referring to the retail stores; Wal-Mart Stores Inc. is the company)
Water Enterprise Fund
website (*not* Web site; per AP style)
Western Slope

Usage

As—Don't use “as” (or “since”) in place of “because.”

Co.—Abbreviate as part of a name. (Heiser and Co.)

Mr., Mrs., Ms., Dr.—Don't use these courtesy titles unless they're in a quotation.

Time, date, place—When you indicate a meeting or other event date, follow the time, date, and place sequence.

The next meeting will be at 7 p.m. Feb. 29 at the White House.

If the sentence ends in “a.m.” or “p.m.,” don't add a second period to close the sentence:

The next meeting starts at 7 p.m. (*not*: The next meeting starts at 7 p.m..)

Capitalization

The first time an organization, government entity, group, etc., is mentioned, use the full name. On second reference, use the abbreviated form following the semicolon:

- * Academy School District 20; District 20
- * the Administrative Building; use “the building” on second reference if it's obvious you are referring to the Administrative Building
- * the Air Force Academy; the academy
- * the Architectural Control Committee; the committee
- * El Paso Board of County Commissioners (BOCC); use “BOCC” or “the county commissioners” on second reference
- * El Paso County Planning Commission; the planning commission
- * Lewis-Palmer School District 38; District 38
- * Monument Academy; the academy
- * Monument Board of Trustees; the trustees
- * Monument Planning Commission; the Planning Commission
- * Palmer Lake Town Council; the council

Job titles: Capitalize titles before a name and lowercase after a name:

He introduced company President John Doe.

He introduced John Doe, president of the company.

Town Manager Cathy Green

Town Attorney Gary Shupp

Legislative titles: On first reference, use Rep., Reps., Sen., Sens. as formal titles before one or more names in text. If these titles are used in quotes, spell them out. Add *U.S.* or *state* before a title only if necessary to avoid confusion.

U.S. Sen. Nancy Kassenbaum spoke with state Sen. Hugh Carter.

On second reference, use last names:

Kassenbaum was unhappy with Carter.

Party affiliation: Sen. Joe Smith, D-Colo., said...

Rep. Joe Smith was contacted about the issue. The Republican representative

said.... Democratic Sen. Joe Smith said...

Capitalize the word “Legislature” when it’s preceded by the name of the state:

the Colorado Legislature

Continue to capitalize “Legislature” when the state name is dropped but the reference is specifically to that state’s legislature. Lowercase “legislature” when it’s used generically.

El Paso and Teller Counties

First and Front Streets

Highways 105 and 83

Lowercase spring, summer, winter, fall.

Punctuation

Commas: OCN uses a comma before the last item in a series.

The flag is red, white, and blue.

Inc.: No comma before it in a company’s name. (Rogers Inc.; don’t use the “Inc.” after the first reference.) Same with LLC.

Dashes: Use a long dash without spaces around it. To get this long dash, press Ctrl plus Alt plus the dash at the extreme right on the keyboard.

Quotation marks: In general, place quotation marks outside of punctuation marks.

“Know your limits,” he said.

“Why does that matter?” she answered.

Italics: Don’t use italics for the names of movies, books, musicals, or newspaper names. Use quotation marks for movies, books, and musicals. For newspapers, just use capital letters. So:

“Ocean’s Eleven”

“The Copyeditors Handbook”

“Phantom of the Opera”

The Gazette

Brackets: Don't use them in this context (use parentheses instead):

It is in the Glen Estates developments (outside of town) that we approved.

Do use them when adding explanatory words within a quote:

He said, "It is in the Glen Estates development [outside of town] that we approved."

However, minimize use of parentheses.

Lists: Numbered lists use periods, not parentheses, after the numeral:

1. They met.
2. They talked.

Numbers

(Some of the following was borrowed from the Associated Press Stylebook online)

In most usages, spell out one through nine; use numerals for 10 and higher.

They had a fleet of 10 station wagons and two buses.

They had 10 dogs, six cats and 97 hamsters.

They had four four-room houses, 10 three-room houses, and 12 10-room houses.

It took four hours.

Use figures for dimensions and spell out "inches," "feet," "yards," etc., to indicate depth, height, length, and width:

The storm left 5 inches of snow.

The building has 6,000 square feet of floor space.

Hyphenate adjectival forms before nouns.

He is 5 feet 6 inches tall

The 5-foot-6-inch man

The 5-foot man

The basketball team signed a 7-footer

Use hyphens with: The motion passed 4-1. The motion passed 3-1, with 1 abstention.

Well 9; Filing 2; Phase I; Station 2 (referring to fire stations); Addition 5; Ordinance 5-2004 (note capitalizations as well)

Ranges: \$1 million to \$2 million (*not* \$1 to \$2 million); but "2 to 3 feet," "one to two years," "from 30 to 40 percent," and "between 12 and 15 percent" are OK.

Avoid beginning a sentence with a number or a year. If the sentence can't be rewritten and you have to begin with a number, write it out.

Thirty-three people attended the meeting.

Times: 7 a.m., noon, midnight, 7 p.m., 7:30 p.m. For *ranges of time*, if the time range is all in the morning or all in the afternoon, there's no need to use "a.m." or "p.m." twice.

Examples:

He'll be there from 8 to 11 a.m.

The office is open from 1 to 4 p.m.

The store's hours are 8 a.m. to 5 p.m.

Note in these examples that when you use "from," you use "to" – *not*, He'll be there from 8 a.m.-noon. But you could say:

The store's hours are 8 a.m.-5 p.m.

Some exceptions with numbers:

Use figures for percent and percentages: 1 percent, 2.5 percent, 10 percent, 4 percentage points.

For amounts less than 1 percent, precede the decimal with a zero: The cost of living rose 0.6 percent.

Fourth of July: This is an exception to the style for dates (such as, July 5).

Avoid ordinals (the 3rd, 15th, 21st), except in the Weather column

Symbols

Degrees: Okay to use the degrees symbol in the Weather column: 40°

Number symbol: Avoid. For addresses, use "No." in this example:

1520 N. Academy Blvd., No. 254

Also, don't use the # symbol for plat filing additions, well numbers, fire station numbers, etc. (so, it'd be Monument Addition 5, not #5)

Addresses

Use the abbreviations N., S., E., W., Ave., Blvd., and St. with a numbered address:

174 N. Washington St.

But spell them out and capitalize when part of a formal street name without a number:

The Second Street stores.

Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.

14 Second St.

2150 N. 21st St.

Address written in a sentence:

The planning consultant on the project is David F. Jones, Land Resource Associates, 9736 Mountain Road, Chipita Park, Colorado 80809, (719) 684-2298, FAX (719) 684-8413.

Abbreviations

Abbreviate most months when accompanied by a date (ex., Feb. 1). Don't abbreviate March, April, May, June, July (ex., April 1). However, if a month begins a sentence, write it out in full:

December 10 is the deadline.

Spell out on first reference and follow with acronym in parentheses. Example:

Pikes Peak Community College (PPCC) plans on holding classes on Tuesday. To get to PPCC, take Highway 83.

Highways and interstates: shortened forms okay on first usage:

Highway 83 (*not* State Highway 83), I-25 (*not* Interstate 25)

Most acronyms don't take periods (BRRTA, TLFPD). Exception: U.S., U.K.

5.5 square miles, *not* 5.5 sq. mi.

Bylines/Closers

Writers should always include a byline at the start of their stories. At the end of your article, include a closer with your ".me" address, which would read (with Jim as the example):

Jim Kendrick can be reached at jimkendrick@ocn.me.

Web addresses in stories

It's fine to include website links in articles, blurbs, etc. Whenever it's part of the address, please include "www" and do not add "http://":

Correct: www.ppld.org

Incorrect: ppld.org

Incorrect: http://www.ppld.org

If "www" is not part of the address, then do include "http://":

http://bcc2.elpasoco.com/bocc/agenda.asp

To save space and simplify layout, for references to OCN web pages, use www.ocn.me rather than www.ourcommunitynews.org. Example:

Correct: www.ocn.me/v10n10.htm#park

Incorrect: http://www.ourcommunitynews.org/v10n10.htm#park.

Before turning in your article, make sure that the links in your article are *not* clickable. When John copies and pastes text that have clickable links from Word to InDesign, he winds up with linked objects in the layout, which creates wrapping and printing problems.

To remove those links, right-click on the link and select “Remove Hyperlink.” That action retains the text of the link but makes it unclickable.

Headlines, subheads

We are phasing out boldfaced subheadings that appear at the start of a paragraph. Meaning, no more headings/paragraphs like this:

Woodmoor, Wahlborg disagree over use of name: *text starts here and continues in the same paragraph....*

Instead, we would like to increase the use of stand-alone subheads (on their own lines) to break up different topics within an article. Meaning, we want headings like this:

Woodmoor, Wahlborg disagree over use of name
The board listened to both sides of an argument over the name given to a subdivision. Text continues....

Please add headings in your stories to indicate a change of subject.

All headings use sentence style, so capitalize the first word and lowercase others, unless they use proper names. Example:

Revised plan for Struthers Ranch approved

No need to use the word *meeting* in a headline that goes with a board meeting; the name of the board that is meeting is already given above the main headline. For those meeting info headings, use a comma before the date: Examples:

Donala Water and Sanitation District Board, Aug. 18
Board approves new plant despite opposition

Palmer Lake Town workshop, Aug. 18
Plan to expand boundaries fails to garner votes

Numerals are OK in heads.

If using abbreviations in headlines, only use those that are well-known to the audience. (Ex. CDOT unveils interchange designs)

Background/Notes: We are also phasing out the use of the mini-headings “Background” and “Notes.”

Names of various entities

Water/wastewater:

Donala Water and Sanitation District (Dana Duthie, general manager)
Monument Sanitation District (Mike Wicklund, manager)
Woodmoor Water and Sanitation District (Jessie Shaffer, manager)
Academy Water and Sanitation District (Anthony Pastorello, operator)
Triview Metropolitan District
Forest Lakes Metropolitan District
Palmer Lake Sanitation District

Upper Monument Creek Regional Waste Water Treatment Facility (WWTF), jointly owned by the Donala Water and Sanitation District, the Forest Lakes Metropolitan District, and the Triview Metropolitan District

Pikes Peak Regional Water Authority (PPRWA) (formerly the Palmer Divide Water Group)
Colorado Water Conservation Board (CWCB)
El Paso County Water Authority (EPCWA; disbanded December 2010 and merged into the PPRWA)
Colorado Springs Utilities (CSU)
Colorado Rural Water Association
Source Water Protection Plan

Town government entities:

Monument Board of Trustees
Monument Planning Commission
Palmer Lake Town Council
Palmer Lake Planning Commission
Palmer Lake Liquor-Medical Marijuana Licensing Authority
Medical Marijuana Task Force (MMTF; in Palmer Lake)

Fire districts:

Donald Wescott Fire Protection District
Palmer Lake Volunteer Fire Department (PLVFD)
Tri-Lakes Monument Fire Protection District

Lewis-Palmer School District 38:

Lewis-Palmer School District 38 Board of Education
District Accountability Advisory Committee (DAAC)
Monument Academy Charter School
Lewis-Palmer Elementary School

Palmer Ridge High School
Kilmer Elementary School
Grace Best Elementary School
Lewis-Palmer Middle School
Lewis-Palmer High School
Palmer Lake Elementary

Subdivisions/developments/annexations:

Academy View
Chaparral Hills
Falcon's Nest
Forest Lakes
Home Place Ranch
Jackson Creek Market Village (formerly Academy View), east of King Soopers
Kerr annexation, located at the northeast corner of Mitchell Ave. and Second St.
King's Deer
Kitchener Way
Lariat Ranch, in Jackson Creek
Monument Ridge (former Wal-Mart site on Baptist Road)
Monument Villas
Oldborough
Pastimes
Pinon Pines
Promontory Point (John Laing Homes, developer)
Regency Park
Santa Fe Trails
Sanctuary Pointe
Shamrock Hills
Struthers Ranch
Summer Glen Estates
Trails End
Valley Ridge
Valley Vista Estates
Village at Monument
Village Center at Woodmoor
Wahlborg property, adjacent to Highway 105 east of Knollwood Drive
Walden Pines
Walden III